



"Van To Work"

Program Guidelines

Have you considered joining a vanpool to commute to work? The Commuter Assistance Program offers a start-up subsidy to new vanpoolers known as "Van To Work."

What is a vanpool?

A vanpool is a group of 7-15 persons that have similar work schedules, live in the same area or along a common commute route, work in the same general location and travel to work in a van-sized vehicle. Most will live at least 20-30 miles from their worksite.

One person/employee takes on the responsibility of leasing a 7-15 passenger van on a month-to-month basis from a certified vanpool service provider. The operating costs (monthly lease, parking, car washes and fuel) are divided by the number of passengers and paid to the person/employee leasing the van. The riders are basically reserving and paying for a seat on the vanpool in advance, regardless of the number of days the seat is actually used.

What is the "Van To Work" start-up subsidy?

The Commuter Assistance Program will provide any County of Orange employee who starts vanpooling to work after January 1, 2003 in either a VPSI Commuter Vanpools or Enterprise Rideshare vanpool, with a \$100 voucher. The voucher will be sent to the employee after receiving a copy of the Van To Work Rebate Form and a copy of the employee's paid receipt for their first month from the vanpool driver. The employee can use the voucher to pay for the second month's fare. But that's not all, if the employee continues to ride the vanpool, they can send us a copy of their receipt for the second month, and we'll send a voucher for \$75 that can be used toward the third month's fare. Finally, if the employee continues to ride the vanpool, they can send us a copy of their receipt for the third month, and we'll send a final voucher for \$50 that can be used toward the fourth month's fare. That's a total of \$225 that you'll keep in your pocket! The employee is

responsible for making all payments to the vanpool driver or designated person, plus any costs for car washes, fuel and parking if applicable.

Who is eligible to participate?

Only County of Orange employees are eligible to receive the benefits of this subsidy, and can only be applied for during the first three month's of riding.

What happens after start-up subsidy ends?

The objective of the "Van To Work" program is to encourage employees to start vanpooling to work by providing a start-up subsidy. During the first three months, the vanpool rider will have the benefit of a reduced monthly fare. After the three month start-up subsidy period ends, the monthly costs will be 100% the responsibility of the employee.

What to do next

If you are interested in vanpooling, call one or both of the certified vanpool companies.

- VPSI Commuter Vanpools at 800/826-7433
- Enterprise Rideshare at 800/826-4965

You must provide the vanpool representative with your commute origin, destination, work hours, etc. If there is a vanpool that fits your needs, the vanpool representative will help put you in contact with the vanpool driver. If there is an open seat available, find out the monthly fee and meeting locations. If all looks good, arrange to join the vanpool. On your first day, you will be asked to pay for the first month's fee. Pay the required fee and be sure to get a signed receipt from the vanpool driver. Complete the "Van To Work" rebate form, and submit it to us with a copy of your paid receipt. Upon receipt of your rebate form, we will verify the information and send you a \$100 voucher that can be used toward your second month's fare and so on for the next two months.



Commuter Assistance Program All-In-One Application Form

Complete This Section for All Programs

First Name _____ Middle Initial ____ Last Name _____
Home Street Address _____
City _____ Zip _____ Typical Work Hours: _____
Agency/Department _____ Building # /Room # _____
Work Street Address _____
Work City _____ Zip _____
Work Phone _____ Fax Number _____
Work E-mail Address _____
How do you currently commute to work? Estimated One Way Miles to Work: _____
[] Drive Alone [] Carpool [] Bus [] Bike
[] Metrolink/Amtrak [] Vanpool [] Walk [] Other _____

Van To Work Rebate Form Section

Vanpool Driver Name: _____ Vanpool Driver Phone: _____
I am applying for the start-up subsidy, and understand that this is a one-time subsidy for the first three months of riding. Please send me the first months voucher for \$100. I certify that I have not been riding a vanpool to work prior to January 1, 2003. I have attached a copy of my paid receipt for the first month. I understand that to receive the additional subsidizes, I must continue to provide proof that I have paid for my monthly fare as described in the program guidelines.

Commuter Club Application Section

☐ Yes, I commit to rideshare at least 5 days/month or once a week. Estimated days/month that I rideshare: _____

Carpool Classifieds Section

☐ Yes, list my name, home city, worksite city, work phone number, work hours/days and work e-mail address in the Carpool Classifieds section of the Commuter Newsletter. I may be contacted directly by other County employees.

Get Into Training Application Section

Metrolink Station Near Home: _____ Near Work: _____

I am applying for one of the following subsidies and I understand that this is a one-time subsidy:

☐ New Rider Subsidy - Please send me complementary 4-trip tickets. I certify that I have not taken the train to work within the past year. I understand that to receive additional subsidized passes, I must provide proof that I have purchased my own ticket(s) or pass(es) as described in the program guidelines.

☐ Current Rider Subsidy - I have enclosed copies of my tickets, or passes, or cancelled checks, or credit card receipts showing that I have used the train to commute to work at least one day per week for at least six months.

Authorizations Section – MUST BE SIGNED AND DATED

☐ *I have read the Commuter Assistance Program Overview/ Guidelines and I understand that above information may be used by the Commuter Assistance Program office to organize carpools, vanpools or distribute requested information. I also understand the home address information will only be used by the Commuter Assistance Program office to send me information or subsidies that I have requested. I also agree to complete the transportation survey distributed to all employees each September.*

Signature _____ Date _____

Please interoffice mail to: Rideshare Office, Bldg. 10, First Floor